



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 04-04-037	OPENING DATE: 06-16-04	CLOSING DATE: 07-02-04	OPEN TO ALL APPLICANTS
POSITION: Secretary to the Auditor Master JS-945-09	TYPE OF APPOINTMENT: Career Service		Salary Range: \$41,815 -\$54,360 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Auditor Master	LOCATION: 500 Indiana Avenue, NW.	TOUR OF DUTY: 8:30 - 5:00	

BRIEF DESCRIPTION OF DUTIES: Provides secretarial support to the Auditor Master. Operates personal computer to type correspondence and/or reports, enters or retrieves data to prepare reports or other court documents; composes correspondence and reviews outgoing documents for appropriate format, grammatical and spelling accuracy, and in conformance with Auditor Master's directives. Answers telephone and walk-in inquiries and provides assistance regarding procedures or scheduling inquiries from court staff, judicial officers, attorneys, other governmental agencies, and/or the public. Receives, sorts, distributes and/or files incoming documents including correspondence, court documents or reports. Prepares time-and-attendance records and other personnel documents for the office; maintains calendar and schedules; manages files; enters data into Pegasys Financial system and monitors requests for supplies and equipment. Returns and tracks court jackets for processing; establishes and maintains database on all pending matters and secures all necessary information to prepare subpoenas. Secures a Courtroom or hearing room, makes arrangements for the appearance of a court reporter and performs the duties of a courtroom clerk when Auditor Master conducts hearings. Maintains confidentiality and security of documents and information.

MINIMUM QUALIFICATIONS: Five (5) years of general secretarial or clerical experience, including at least two (2) years in a legal environment, preparing briefs and other legal documents. Education past the high school level, e.g., secretarial training, college, or paralegal training may substitute for general experience, on a year-to-year basis. If education is substituted for experience, proof of education must be submitted with application. Please submit a copy of your most recent performance evaluation if available with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Describe experience, education or training which indicates your level of qualification for each factor. **Failure to respond to the ranking factors may disqualify you from further consideration.**

- 1) Ability to type, proof and prepare legal decisions, memoranda, reports and other documents, using correct legal citations and formatting.
- 2) Ability to coordinate work to meet deadlines and complete tasks competently and effectively with a minimal amount of supervision.
- 3) Ability to use a personal computer and Windows-based word-processing, database and spreadsheet software.
- 4) Ability to communicate clearly and effectively with correct grammar and spelling. Please attach a writing sample to your response to this factor.
- 5) Ability to provide effective customer service by responding professionally and courteously to telephone and personal inquiries from Court management and staff, the judiciary, the Bar, and the public.

SELECTION PROCESS: Candidates who meet the minimum qualifications will be tested on Keyboarding (50 WPM after errors), Language Arts (grammar, spelling, punctuation, abbreviations, capitalization, possessives, number usage) and Records Management (alphabetic and numeric filing).

Submit Court application and Ranking Factors to:

D.C. Courts, Human Resources Division, 515 5th St., NW, Rm. 213, Washington, DC 20001-2131

For more information, call 202-879-0496 or visit us on the web at www.dccjobs.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.